NSLDS Newsletter

Number 33	July 2011

Summary	In a June 3, 2011 electronic announcement posted to the Information for Financial Aid Professionals (IFAP) Web site, we informed the community of the transition of Teacher Education Assistance for College and Higher Education (TEACH) Grant Exit Counseling from the Direct Loan Servicing Online Web site to its new home at the National Student Loan Data System (NSLDS). This newsletter describes the addition of TEACH Grant Exit Counseling functionality to the NSLDS Student Access Web site, and corresponding enhancements to the NSLDS Professional Access Web site.
Enhancements to the NSLDS Student Access Web Site	A new "TEACH Grant Exit Counseling" option is offered on the NSLDS Student Access Web site. From the home page, the student selects the Exit Counseling menu option and is presented first with the "Welcome to Exit Counseling" page. This provides the entry point to both the Loan and TEACH Grant Exit Counseling sessions and related tours. The sessions are offered in both English and Spanish.

The *Start* button underneath the TEACH Grant Exit Counseling section takes the student to the "Site Navigation" page, which includes a "Your Progress" bar tool, allowing the student to clearly determine his or her progress in the session. The "Tour" option can be used as a training tool for students and schools.

Logging In With a PIN
If the student wishes to begin the TEACH Grant Exit Counseling session, he or she must log in using personal identifiers (Social Security Number, first two letters of the last name, date of birth, and Federal Student Aid PIN). The student must be logged in to receive credit for the session. |

TEACH Grant Exit Counseling Session
The session will take the student approximately 20 to 30 minutes to complete, and the entire session must be completed in one sitting (information entered during the session is not saved if the student does not complete the session).

After the student logs in, reads a brief introduction to the Exit Counseling requirement, and selects the *Next* button, the "Schools" page displays. The school(s) from which the student has received TEACH Grant(s) as reported to NSLDS automatically display. The student may edit the school(s) for which the TEACH Grant Exit Counseling session is being completed.

Clicking the *Submit* button displays a school confirmation page listing all selected schools.

The "Intro" page follows and provides a high level summary of all sections and topics covered by the TEACH Grant Exit Counseling session.

Selecting *Next* takes the student to the "Your TEACH Grants" page, which displays the most current TEACH Grant data reported to NSLDS by the data provider of the grant information.

The session continues with information about the teaching service obligation and the circumstances that may lead to the conversion of a grant into a loan. The session covers loan terms and conditions, how interest accrues, and repayment plan options with estimated monthly payments under each plan. It includes information on loan deferments, forbearances, delinquency, and default. Loan discharge and forgiveness are also described.

The student must complete four quizzes throughout the session. For each quiz, the correct and incorrect answers are displayed and a short explanation of the correct answer is provided to reinforce the information.

The session ends with tips about loan debt management, including a monthly budget worksheet, and useful resources for further information. The student is then asked to enter personal contact information, which is stored in NSLDS. This information is provided to schools and federal loan servicers in various reports. After submitting contact information, the "Congratulations" page displays. This page may be printed by the student as a record of completion.

New Additions to the NSLDS Professional Access Web Site

To incorporate TEACH Grant Exit Counseling, new features have been added to the NSLDS Professional Access Web site:

FAQ (Frequently Asked Questions)
Under the main menu of the NSLDS Professional Access Web site is a link to frequently-asked questions and answers. For assistance with general TEACH Grant Exit Counseling FAQs, refer to the "Frequently referenced Department of Education documentation" section. Also provided is a link to a printable version of the TEACH Grant Counseling Guides found on the TEACH Grant Web site.

New Report Formats
For TEACH Grant Exit Counseling, we have introduced a new Excel formatted (XLS) report which can be downloaded directly from the NSLDS Professional Access Web site. We have also extended the use of the PDF format to include several TEACH Grant Exit Counseling reports. An authorized NSLDS user can request that certain reports be provided in

XLS and PDF formats. Requested under the "Web Report List" link of the Reports Tab, the reports ordered in these formats will pop up in a separate browser window with the school's data. These reports are more fully described in the following section.

In order for the Excel spreadsheet to display, the user must first properly configure his or her Internet Explorer's Web browser. Under **Tools**, **Internet Options**, select the **Security** tab. Select the **Internet** zone's **Custom** level option located under the **Security level for this zone** box. Under **Settings**, scroll to **Downloads** and select **Enable** for **Automatic prompting for file downloads**.

Reports available in these formats are described below.

Completion Summary Reports
The Summary reports provide only enough data to determine which students completed TEACH Grant Exit Counseling: Social Security Number, last name, first name, middle initial, OPEID of exited school, and completion date and time. Summary reports can be generated either by a date parameter or for a certain set of SSNs.
- The Summary By Date (EXTSD1) allows parameter selection of "Completed in Past" based on a defined number of days or date range using a Beginning and Ending Date.
- The Summary By SSN (EXTSS1) allows up to 19 SSNs to be requested.

TEACH Grant Exit Counseling Functionality on the NSLDS Professional Access Web Site	Similar to Loan Exit Counseling, the NSLDS Professional Access Web site has been enhanced to incorporate the new TEACH Grant Exit Counseling functionality. *TEACH Grant Exit Counseling History* The *Exit Counseling History* page, accessed from the Aid Tab, now includes completion information for TEACH Grant Exit Counseling. Enter the student identifiers (Social Security Number, first name, and date of birth) for the student you wish to view followed by the *Retrieve* button. *Reports* All reports for TEACH Grant Exit Counseling sessions are available from the Web Report List under the Report Tab. Similar to Loan Exit Counseling, reports can be obtained on request or as a scheduled report, which is delivered automatically based on the set profile. To minimize disruption to schools using extracts from the Direct Loan Servicing System, we will continue to provide extracts in the current "Direct Loan" (DL) format. However, we encourage schools to begin using the "NSLDS" extract format as soon as possible, as this format contains additional fields and updated data field lengths that meet current standards (see the NSLDS TEACH Grant Exit Counseling Record Layouts on IFAP).

TEACH Grant Exit Counseling Completion Report

The Completion report contains the session details gathered from the student via the NSLDS Student Access Web site and includes completion date, time, and contact information.

	On Request TEACH Grant Exit Counseling Completion Report
	
	The Completion (Detail) report is available in standard fixed width or comma delimited extracts in either NSLDS or DL format as well as a pre-formatted report. Output Medium includes XLS and Student Aid Internet Gateway (SAIG).
	
	• If XLS is selected as the Output Medium, a formatted Excel spreadsheet is generated and displayed in a new browser window (the first five digits of the SSN will be masked).
	
	• If SAIG is selected as the Output Medium, the extract or pre-formatted report is sent to the SAIG mailbox associated with the NSLDS User ID requesting this report. The message class used is based on request parameters:
	
	    ○ EXTHFFOP – Completion extract with 'Standard' (Fixed Width) Extract Type and 'Direct Loan' Extract Format
	        ▪ On Request Report ID: EXTD01
	    ○ EXTHCMOP – Completion extract with 'Comma Delimited' Extract Type and 'Direct Loan' Extract Format
	        ▪ On Request Report ID: EXTD01
	    ○ EXNTFFOP – Completion extract with 'Standard' (Fixed Width) Extract Type and 'NSLDS' Extract Format
	        ▪ On Request Report ID: EXTD01
	    ○ EXNTCMOP – Completion extract with 'Comma Delimited' Extract Type and 'NSLDS' Extract Format
	        ▪ On Request Report ID: EXTD01
	    ○ EXTHFMOP – Completion pre-formatted report with 'Report' Type
	        ▪ On Request Report ID: EXTD01
	
	TEACH Grant Exit Counseling Completion Summary Report
	The Summary report provides data to determine students' completion of an exit counseling session, but not the details provided during the session. The Summary report can be requested either by Date Range or SSN depending on the need of the school.
	
	On Request TEACH Grant Exit Counseling Completion Summary Report
	Both summary reports (Date Range or SSN) are available in standard fixed width, comma delimited extracts, or pre-formatted report. Output Medium includes XLS, PDF, and SAIG.
	
	• If XLS is selected as the Output Medium, a formatted Excel spreadsheet is generated and displayed in a new browser window (the first five digits of the SSN will be masked).
	
	• If PDF is selected as the Output Medium, a formatted Adobe PDF report is generated and displayed in a browser window (the first five digits of the SSN will be masked).
	
	• If SAIG is selected as the Output Medium, the extract or pre-formatted report is sent to the SAIG mailbox associated with the NSLDS User ID requesting this report. The message class used is based on request parameters.
	
	    ○ EXTSFFOP – Summary extract with 'Standard' (Fixed Width)

Extract Type
- On Request Report ID: EXTSD1 (by Date), EXTSS1 (by SSN)
  o EXTSCMOP – Summary extract with 'Extract' Type and 'Comma Delimited' Extract Type
    - On Request Report ID: EXTSD1 (by Date), EXTSS1 (by SSN)
  o EXTSFMOP – Summary pre-formatted report with 'Report' Type
    - On Request Report ID: EXTSD1 (by Date), EXTSS1 (by SSN)

A combination of receiving the instant XLS or PDF Report and having the data sent through the SAIG is also an option. The spreadsheet and/or PDF files are not distributed over the SAIG; only the data as selected in the stated message class data formats are sent over the SAIG.

<u>TEACH Exit Counseling Summary By Date</u>
The Date option provides the requested TEACH Grant Exit Counseling summary results by date range, either by selecting a "Beginning Date" and an "Ending Date" or by selecting a set number of days in the past, for the "Completed in Past" option.

A sample of the formatted PDF Summary report that displays on request in a browser window is outlined below:

```
                              Privacy Act of 1974 (AS AMENDED)
Report ID: EXTSD1              U.S. Department of Education              Date: 07/13/2011
Page #  : 1                    National Student Loan Data System (NSLDS)   Time: 14:22:53
                               TEACH Grant Exit Counseling Summary

Report Parameters:    School CD: 008788
                      Branch CD: All
             Fed Loan Svr ID: All
                      Completed: 0 Days
                      Begin Date: 03/18/2011
                      End Date: 06/21/2011
```

SSN	Name	OPEID	Exit Completion Date
***-**-7793	AYISHA, TOMAS JONES	00878800	06/21/2011 12:59 PM
***-**-0017	ALDWIN, ALDWINE LYNNE	00878800	03/18/2011 01:13 PM
***-**-0019	ALLEGRI, ALLEGRINO WILMA	00878800	05/18/2011 06:22 PM

A sample of the pre-formatted Summary report sent through the SAIG is outlined below (SSNs are not masked):

```
                              PRIVACY ACT OF 1974 (AS AMENDED)
REPORT ID: EXTSD1              U.S. DEPARTMENT OF EDUCATION              DATE: MM/DD/CCYY
PAGE #   :    1                NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)   TIME: HH:MM:SS
                               TEACH GRANT EXIT COUNSELING SUMMARY

 REPORT PARAMETERS: SCHOOL CD : 123456
                    BRANCH CD : ALL
                    BEGIN DATE: MM/DD/CCYY
                    END DATE  : MM/DD/CCYY
                    COMPLETED : XX DAYS

 SSN          NAME                                                OPEID      EXIT COMPLETION DATE
 -----------  ------------------------------------------------   --------   --------------------
 999-99-9999  XXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX XXXXX     XXXXXXX    MM/DD/CCYY HH:MM:SS PM
 999-99-9999  XXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX XXXXX     XXXXXXX    MM/DD/CCYY HH:MM:SS PM
 999-99-9999  XXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX XXXXX     XXXXXXX    MM/DD/CCYY HH:MM:SS PM
 999-99-9999  XXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX XXXXX     XXXXXXX    MM/DD/CCYY HH:MM:SS PM
 999-99-9999  XXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX XXXXX     XXXXXXX    MM/DD/CCYY HH:MM:SS PM

                         PRIVACY ACT OF 1974 (AS AMENDED)
```

<u>TEACH Exit Counseling Summary By SSN</u>
The SSN option allows up to 19 SSNs to be requested.

A sample of the formatted PDF Summary report that displays on request in a browser window is outlined below:

Privacy Act of 1974 (AS AMENDED)

Report ID: EXTSS1
Page # : 1

U.S. Department of Education
National Student Loan Data System (NSLDS)
TEACH Grant Exit Counseling Summary

Date: 07/13/2011
Time: 14:30:24

Report Parameters: School CD: 008788
                      Branch CD: All
                      Fed Loan Svr ID: All
                      SSN: ***-**-0010   ***-**-7793   ***-**-0019

SSN	Name	OPEID	Exit Completion Date
***-**-0010	RYDER, JENNIFER	00878800	06/29/2011 01:51 PM
***-**-7793	AYISHA, TOMAS JONES	00878800	06/21/2011 12:59 PM
***-**-0019	ALLEGRI, ALLEGRINO WILMA	00878800	05/18/2011 06:22 PM

A sample of the pre-formatted Summary report sent through the SAIG is outlined below (SSNs are not masked):

```
                                PRIVACY ACT OF 1974 (AS AMENDED)
REPORT ID: EXTSS1              U.S. DEPARTMENT OF EDUCATION                    DATE: MM/DD/CCYY
PAGE #  :      1             NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)         TIME: HH:MM:SS
                              TEACH GRANT EXIT COUNSELING SUMMARY

 REPORT PARAMETERS: SCHOOL CD : 123456
                    BRANCH CD : ALL
                    SSN       : 999-99-9999 999-99-9999 999-99-9999 999-99-9999 999-99-9999
                                999-99-9999 999-99-9999 999-99-9999 999-99-9999 999-99-9999
                                999-99-9999 999-99-9999 999-99-9999 999-99-9999 999-99-9999
                                999-99-9999 999-99-9999 999-99-9999 999-99-9999

 SSN           NAME                                                OPEID     EXIT COMPLETION DATE
 -----------   ------------------------------------------------    --------  --------------------
 999-99-9999   XXXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX XXXXX     XXXXXXX   MM/DD/CCYY HH:MM:SS PM
 999-99-9999   XXXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX XXXXX     XXXXXXX   MM/DD/CCYY HH:MM:SS PM
 999-99-9999   XXXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX XXXXX     XXXXXXX   MM/DD/CCYY HH:MM:SS PM
 999-99-9999   XXXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX XXXXX     XXXXXXX   MM/DD/CCYY HH:MM:SS PM
 999-99-9999   XXXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX XXXXX     XXXXXXX   MM/DD/CCYY HH:MM:SS PM

                              PRIVACY ACT OF 1974 (AS AMENDED)
```

Both Summary reports (Date and SSN) generate the same layout for the results.

Scheduled Reports

Schools may also request *TEACH Grant Exit Counseling Completion* and/or *TEACH Grant Exit Counseling Summary* reports for students attending their institution on a predefined scheduled basis. Results from the Completion (Detail) and Summary reports include all data elements previously discussed in the On Request Report sections.

The *Scheduled Reporting* section of the *School Profile* page under the Org Tab has been updated to include the scheduled reporting profile for both the TEACH Grant Exit Counseling Completion (Detail) and Summary reports. Authorized school users are able to create or update scheduled report profiles. A profile needs to be defined for each scheduled report if the school is to receive these automatically scheduled files.

For more details on using the Scheduled Reporting Functionality, refer to NSLDS Newsletter 28 – New NSLDS Reporting Functionality for Schools.

Scheduled report parameters for the TEACH Grant Exit Counseling Detail extract/report include:

- **Reporting Type** includes options for Comma Delimited, Fixed Width, or Report (pre-formatted). For the Comma Delimited and Fixed Width Reporting Types, a user must indicate an **Extract Format**, either NSLDS or Direct Loan.
- **Frequency** includes the following schedule options for extract/report delivery:
  - o Daily (generated and distributed Monday through Friday)
  - o Weekly (generated and distributed every Thursday)
  - o Monthly (generated and distributed every 8th day of the month)
  - o Quarterly (generated and distributed every 8th day of the first month of each calendar quarter—January, April, July, and

October)
- o Cancel (to stop extract/report delivery)
- A user can also select to receive TEACH Grant Exit Counseling detail results for all school campuses/branches associated with the user's school code by selecting "ALL" from the **School Branch ID** dropdown box, or only those records associated with the user's main School Branch ID (00).
- To route the output results to a specific SAIG mailbox, enter the **SAIG Mailbox*** (TG#) of the user creating or updating the profile, or enter a different TG mailbox associated with the user's organization or servicer.

***Note**: Scheduled extracts/reports are only sent to active TG mailboxes. If the school's scheduled TG mailbox is deactivated, be sure to update the scheduled report profile to any other TG mailbox that is active.

Scheduled report parameters for the TEACH Grant Exit Counseling Summary extract/report include the same parameters as the Detail scheduled extract/report with the exception that an Extract Format parameter is not included.

Once all scheduled extract/report parameters have been selected, click the *Submit* button to save the profile. The parameters can be updated at any time by selecting the *Update* button again.

In order for users to identify TEACH Grant Exit Counseling (Detail) and Summary extract/report files in their SAIG mailbox (TG#) the following

Messages Classes and Report IDs* have been implemented for the scheduled reports:

- EXTHFFOP** – Completion extract with 'Standard' (Fixed Width) Extract Type and 'Direct Loan' Extract Format
  - Scheduled Report ID: EXTDP1
- EXTHCMOP – Completion extract with 'Comma Delimited' Extract Type and 'Direct Loan' Extract Format
  - Scheduled Report ID: EXTDP1
- EXNTFFOP – Completion extract with 'Standard' (Fixed Width) Extract Type and 'NSLDS' Extract Format
  - Scheduled Report ID: EXTDP1
- EXNTCMOP – Completion extract with 'Comma Delimited' Extract Type and 'NSLDS' Extract Format
  - Scheduled Report ID: EXTDP1
- EXTHFMOP – Completion pre-formatted report with 'Report' Type
  - Scheduled Report ID: EXTDP1
- EXTSFFOP – Summary extract with 'Standard' (Fixed Width) Extract Type
  - Scheduled Report ID: EXTSP1
- EXTSCMOP – Summary extract with 'Comma Delimited' Extract Type
  - Scheduled Report ID: EXTSP1
- EXTSFMOP – Summary pre-formatted report with 'Report' Type
  - Scheduled Report ID: EXTSP1

*Note: Report IDs are identified as part of the header record of all 'Standard' (Fixed Width) extracts and on the upper left-hand side of pre-formatted reports other than those in Excel format.

**EDExpress Users: EDExpress for Windows 2010-2011 and 2011-2012 software has been enhanced to enable the import of the new Fixed Width Direct Loan TEACH Grant Exit Counseling extract message class, EXTHFFOP. The data in the file is used to generate EDExpress' TEACH Grant Exit Counseling Results Import Edit Report.

The federal loan servicers also have access to these reports for students whose TEACH Grants they service.

The NSLDS Record Layouts for the *TEACH Grant Exit Counseling Completion and Summary* reports are posted on the IFAP Web site to provide technical information on the fixed width and comma delimited versions of the extract (in both NSLDS and DL formats, when applicable).

Reminder: Institutions receiving reports via the SAIG that contain students' personally identifiable information (PII) must take all necessary precautions to ensure the sensitive data is not inappropriately exposed or shared.

Customer Support Reminder	Please remember to keep your NSLDS Professional Access Web site ORG contacts current and always list at least a Primary Contact for your organization.
	The NSLDS Customer Support Center at 800/999-8219 is available Monday through Friday from 8:00 A.M. to 9:00 P.M. (ET). You may also contact Customer Support by e-mail at nslds@ed.gov. Callers in locations without access to 800 numbers may call 785/838-2141 (this is not a toll free number).
	Students needing help with NSLDS Exit Counseling should call the Federal Student Aid Information Center (FSAIC) at 800/4FED-AID or 800/433-3243.